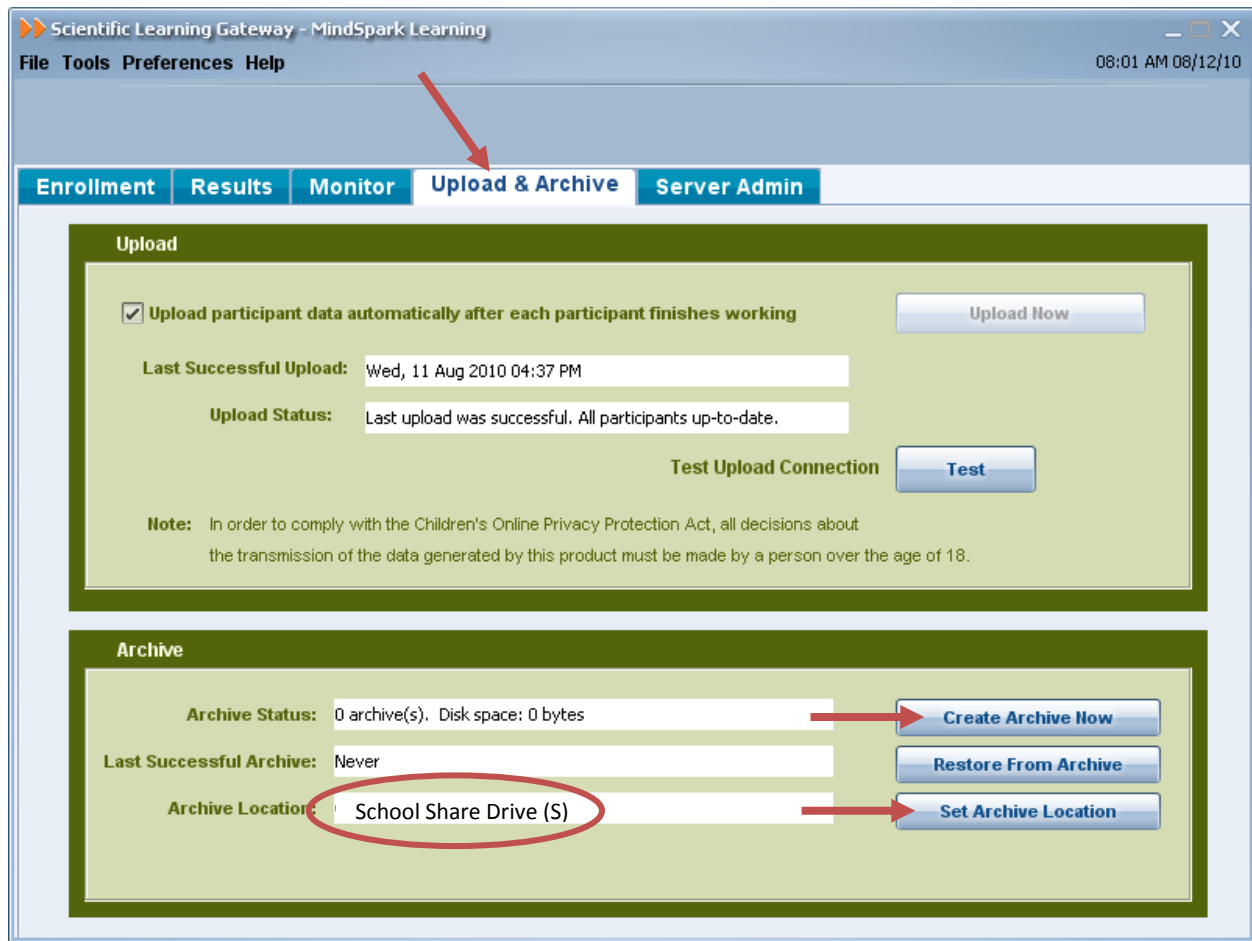


Steps To Create An Archive



- 1) Open Fast ForWord
- 2) Click the **Upload and Archive Tab**
- 3) At the bottom, next to the **Set Archive Location** tab, make sure it shows that it will be saving to your school share drive (S drive).
- 4) Click Create **Archive Now**